



# Breakwater ESTATES

PO Box 1056  
Havre de Grace, MD 21078

Phone: (302) 227-7878  
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## **Breakwater Estates Homeowners Association**

Annual Community Meeting Minutes

Saturday, October 9, 2021

9:30 am

Virtual Meeting Due to COVID-19

The Breakwater Estates Board of Directors held the Annual Community Meeting on Saturday, October 9, 2021 at 9:30 am. The meeting was originally scheduled to be held at the Lewes Public Library in Lewes, Delaware but was held virtually due to the COVID pandemic.

The meeting started at 9:33 am with Stephanie Simmons and Hector Justiniani from HPS giving instructions and helping homeowners join the meeting on the virtual platform.

The meeting was called to order at 9:39 am by President MJ Melah who declared a quorum of homeowners who were either present or sent in a proxy. 32 homeowners need to be present or need to have sent in a signed proxy to establish a quorum in order to hold the meeting. There were 17 homeowners present virtually or on the phone, and 41 proxies for a total of 58 homeowners represented. Board members present at the meeting were: MJ Melah, Bill Bonn, Brian Eichenlaub, Nichole Davick, Lana Warfield and Lisa McFate; also present was Hector Justiniani, BWE Property Manager from Harford Property Services (HPS). Absent: Karen McGavin

### **Call to Order**

- President MJ Melah called the meeting to order at 9:39 am.
  - MJ started by thanking Mike Forry for his service to the Board. Mike had to leave the Board this past year due to family obligations.
  - MJ also thanked Lisa McFate for stepping in and taking over for Mike.

### **Review and Acceptance of Minutes from the October 10, 2020 Annual Meeting – Brian Eichenlaub**

- The October 10, 2020 draft minutes were posted on the community website earlier in the year for the community members to review and send any revisions to Brian Eichenlaub. No suggested revisions were made.
- Also, the draft minutes were sent in the community meeting announcement packet for property owners to review before the meeting.
- Brian asked if there were any revisions to be made to the minutes. None were made.
- Lana Warfield (24 Rusty Anchor Drive) moved to accept the minutes as presented and Nichole Davick (7 Pilot Drive) seconded. The motion carried unanimously.

## Property Management Report – Hector Justiniani

- Hector Justiniani – If you need to reach Hector, the best way to reach him is by email at [hector.justiniani@hpsmanagement.com](mailto:hector.justiniani@hpsmanagement.com) or [admin@infohoa.com](mailto:admin@infohoa.com) .
- HPS phone number: (302) 227-7878
- All community members should be registered on the HPS portal. The site address is: [www.infohoa.com](http://www.infohoa.com) . Homeowners can check their account at that site.
- Community Gmail address is [bwehoabod@gmail.com](mailto:bwehoabod@gmail.com) for residents to email the Board with news or questions.
- If you have any home renovations to the exteriors of your homes, please fill out the ARC application which you can find at the portal or the Breakwater Estates website at [www.bwehoa.com](http://www.bwehoa.com)
- Maintenance of home with same colors and materials do not need an application, but a courtesy ARC application would be wise to have so the Board knows what is planned.
- Any exterior color change – painting or new color siding – needs to have an ARC application.
- Please remember to take in your trash/recycle bins after the trash/recycling has been picked up. Thank you!

## President's Report – MJ Melah

- 20 Rusty Anchor Drive Update – Home is scheduled for settlement for October 12, 2021. John Simmons (8 Breakwater Drive) asked about past dues. MJ explained the Board's actions in working to get them and explained that the only dues we are able to get are the ones since PNC Bank took over the property. The Board is working to make sure all the dues owed by PNC Bank are part of the settlement package.
- Mosquito Spraying – Discussion occurred. Decided to have a community vote in the next few weeks to give the opportunity to all homeowners to have input and vote on the issue. An email ballot will be sent out to homeowners.
- New Home Construction in the Community – MJ reminded everyone that the Board needs to be notified of any new construction or additions through an ARC application and have it approved. Also need the insurance information of all the contractors involved with the building of the home/addition/renovation.
  - Frank and Joanne McShalley (9 Lightship Drive) were present at the meeting and were welcomed by MJ and others at the meeting. They shared that the process was easy and the Board was quick with any questions and approvals. Construction went very well. It was mentioned that the house seems very big compared to what was there. Since it is two stories, it is larger and as homes are being replaced with stick-built homes, these homes will be, in general, larger – especially if they are two stories, since the majority of the community homes are one story homes. It would be helpful with new construction for the homeowner to inform their neighbors of the build/renovation.
- Short Term Rentals – MJ reminded everyone that if they are renting or lending their homes out, owners are responsible to inform the renters of our rules and owners are responsible for any violations of the renters while in the community.
  - John Simmons (8 Breakwater Drive) had a desire to not see short term rentals shorter than 90 days. Discussion occurred. John wanted a community to vote on it. The Board will explore the issue further and report back at the next annual meeting.
- Community Newsletter – If any members have any family celebrations, birthdays, weddings, news, recipes, and so on, please send to MJ at the community Gmail account ( [bwehoabod@gmail.com](mailto:bwehoabod@gmail.com) ) for inclusions to the newsletter. A big thank you Cady Bell, Nichole Davick, Bill Bonn and MJ Melah for all of their work to develop and publish the quarterly newsletter!!!

## **Treasurer's Report and Approval of Budget for 2021-2022 – Nichole Davick**

- Treasurer Nichole Davick and Hector Justiniani presented the budget for 2021-2022. After the budget was presented, and open for questions, MJ Melah (9 Breakwater Drive) moved to accept the budget as presented and Brian Eichenlaub (17 Rusty Anchor Drive) seconded the budget. All voted to accept the annual budget as presented. There will be no dues increase for this year.
- Dues will remain unchanged at \$480.00/year.
- Nichole updated homeowners on the results of the 2020 audit of the community finances. The community finances passed with “flying colors.”
- Community Fees Discussion – Nichole presented the non-compliance fees for community violations. The Board will develop and publish a list of costs associated with violations. After homeowners are informed and given time to correct the violation, then fees will be imposed if not corrected in a timely manner. The community covenants give the Board discretion of imposing additional fines to already existing violations.

### **Open Discussion – All**

- Sharon Jann (18 Rusty Anchor Drive) asked if the community could revisit the parking of campers on homeowners' property. If the community agrees, then the covenants would need to be revised to allow campers in the neighborhood. Discussion then occurred with pros and cons. Will add this topic to the community survey to take the pulse of the community.

### **Board Elections – MJ Melah**

- MJ Melah presented that we have a full slate of candidates. Their bios and information were sent out with the meeting documents.
- MJ then asked if there were any other community members present that would like to run to join the board. There were no other names put forward.
- Pam Notarangelo (24 Rusty Anchor Drive) moved by unanimous consent that they vote the entire slate into office as opposed to a ballot, since there were no contested openings. There was a second. All in attendance agreed and voted the slate of candidates into office for a two-year term. Congratulations to the new and returning Board members!

After the election, a suggestion was made to hold the meeting in person outdoors a neighborhood cul-de-sac if we need to in lieu of a virtual meeting.

Nichole Davick (7 Pilot Drive) moved to adjourn, and it was seconded by Sharon Jann (18 Rusty Anchor Drive). All approved.

Meeting adjourned at 11:28 am.

Respectfully Submitted,

Brian E. Eichenlaub  
Secretary, Breakwater Estates



Breakwater  
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**2021 Annual Meeting Agenda**

Saturday, October 9, 2021

9:30 am

Virtual Meeting Due to COVID-19

1. Call to Order
2. Proof of Notice
3. Verification of Quorum
4. Approval of 2020 Minutes
5. Property Manager's Report
6. President's Report
7. Treasurer's Report
8. Ratification of 2022 Budget
9. Open Discussion
10. Board Elections
11. Adjournment